

Pre-Bid Conference Minutes  
Renovation of Dormitory at The Rehabilitation Center for The Blind  
Project Code: 702-16729  
IFB 07-08  
May 09, 2007 -10:00 AM

I. Introductions

II. Review Of Invitation For Bids

A. Sealed bid due date and time

1. Sealed Bids are due at 2:00 PM sharp, as determined by the Bid Officer, on May 22, 2007.
  - a. The Bidders are responsible for making sure that the bid is in the hands of the Bid Officer.
2. Bids are due to The Department of Mental Health, Mental Retardation, and Substance Abuse Services, Office of A & E Services –1220 Bank Street (Jefferson Building), Seventh Floor, Richmond, Virginia 23219
3. Bid modifications, which must be received prior to the bid due date/time, must be turned in to Shirley Perrin. (Phone: 804-786-3926 / Fax: 804-371-8898--)

B. Sealed bid opening date and time

1. Bids will be opened publicly and read aloud beginning at 2:00 PM on May 23, 2007.
2. Bids will be opened at The Department of Mental Health, Mental Retardation, and Substance Abuse Services, Office of A & E Services –1220 Bank Street (Jefferson Building), Seventh Floor, Richmond, Virginia 23219

C. Contractor Qualifications

1. eVA Registration
  - a. All bidders must be a registered vendor in eVA.
  - b. Bidders must include the cost of the eVA transaction fee in their bids.
2. Contractor Registration
  - a. Contractors are required to be registered in the State of Virginia.

D. Contract Award Process

1. The Contract shall be Awarded on a lump sum basis as follows: the Total Base Bid Amount including any properly submitted and received bid modifications

E. Drawing Acquisition

1. The Invitation for Bids for the above project, including the drawings and the specifications containing the information necessary for bidding, may be obtained from the office of Keith Fabry, 7 East Cary Street, Richmond, VA 23219, telephone 804-649-7551.

2. A deposit of \$250.00 for each set of the Invitation for Bids documents will be required as a guarantee of the safe return of the documents within ten days after the bid opening. A non-refundable shipping charge of \$25.00 per set is required for all sets requiring shipment.
  - a. Electronic files are not available.

III. Instructions To Bidders (Referenced DGS Form CO-7A)

- A. Existing Conditions
- B. Explanations to Bidders
- C. Time For Completion (270 calendar days)
- D. Preparation And Submission Of Bids
- E. Bid Guarantee
- F. Withdrawal Or Modification Of Bids
- G. Receipt of Bids
- H. Opening Of Bids
- I. Errors In Bids
- J. Rejection Of Bids
- K. Determination Of Responsibility (and Responsiveness)
- L. Award Of Contract
- M. Contract Security
- N. Certification
- O. Building Permits
- P. Minority Utilization
- Q. General Conditions
- R. Drug-free Workplace Required

IV. Bid Form (Referenced DGS Bid Form)

- A. Lump Sum Base Bid
- B. One Additive Bid Items
  1. Modified Bid Form will be issued with Addendum containing minutes.
- C. Addenda Acknowledgement
- D. Signers
  1. Only those people whose names are on the Bid Form may modify the bid.
- E. SWAM Certification
  1. The SWAM Certification Statement is for the Agency's reporting purposed ONLY. The results of the Certification in no way affect the selection or Award of Contract for this project.

V. Project Overview

VI. Special Conditions Overview (Referenced Specification Section 01000)

- A. Time Of Work

- B. Cleaning Up
  - C. Protection Of Property And Existing Utilities And Structures
  - D. Safety, Security And Control Procedures For Contractor
    - 1. All employees of the Contractor and his Subcontractors who will be at the site must be checked against the Virginia State Police Sex Offender Registry. Any employee found in the registry will not be permitted at the site.
  - E. Temporary Construction Facilities
- VII. Questions And Answers
- A. Questions will be addressed in Addendum #1.